

# Adjutant General's Department

3/25/2015

## YOUR DIRECT LINK TO State Vacancies

POST &/or  
Distribute

Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.

**APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**

All positions require a security check.

Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public

<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Topeka	1,2,3	Unclassified	<b>NEW Asset Specialist</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180215">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180215</a>	State Comptroller	April 13, 2015
Topeka	1,2,3	Unclassified	<b>NEW Public Service Executive II</b> <b>Lead Intelligence Analyst</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180211">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180211</a>	Fusion Center	April 7, 2015
Topeka	1,2,3	Unclassified	<b>Resource Protection Officer</b> <b>11:30pm- 7:30 am Shift</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180196">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180196</a>	JFHQ Security	Until Filled
Ft. Riley	1,2,3	Unclassified	<b>Building Systems Technician</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=179723">https://www.da.ks.gov/ps/pub/reginfo.asp?id=179723</a>	CFMO	Until Filled

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit [www.jobs.ks.gov](http://www.jobs.ks.gov) and search by vacancy number for positions open to categories 1, 2, 3.

### HOW TO APPLY FOR A POSITION AT THE ADJUTANT GENERAL'S DEPARTMENT

The application process has **4 STEPS**.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

**STEP 3:** Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

**STEP 4:** Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [stephanie.k.burdett.nfg@mail.mil](mailto:stephanie.k.burdett.nfg@mail.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. The Adjutant General's Department is an Equal Opportunity Employer.

**MEETING MINIMUM QUALIFICATIONS:** In order to be qualified for any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the specific position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

**IMPORTANT:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**REQUIRED DOCUMENTS:** The following documents must be submitted by the job closing date.

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application.)
- Kansas Tax Clearance Certificate: Apply at Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>.

**To Apply:** Register your Personal Data and Apply online at [www.jobs.ks.gov](http://www.jobs.ks.gov) **OR** contact  
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.  
**Stephanie Burdett: 785-274-1460**

**NOTE:** On-line application and listing of **other State Vacancies** are available on the Internet, [www.jobs.ks.gov](http://www.jobs.ks.gov)

- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML.Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML.Upload/files/TAG%20306(1).pdf).
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Stephanie Burdett, [stephanie.k.burdett.nfg@mail.mil](mailto:stephanie.k.burdett.nfg@mail.mil).

## Asset Specialist State Comptroller-Topeka, KS

**Requisition # 180215 - Open until April 13, 2015 - Job Summary:** Unclassified, Full-Time, 40 hours per week, \$18.26 - 19.16 per hour. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours. This position is eligible for all benefits offered to State of Kansas employees.

**Job Description:** This position will be responsible for the management of inventory and inventory records of all state owned assets and the coordination of all state records and retention schedules for the Kansas Adjutant General's Department.

**Inventory duties:**

- Ensures all capital assets entered into the centralized capital asset management system (state accounting system – SMART) is correct and accurate. Enter all Capitol construction costs in SMART and verify coding entries are correct. Create capitol asset at end of project in SMART. Reconcile Land, Building and Improvements.
- Maintain a file system of all inventory records, reports, and transactions. Perform an annual detailed physical inventory of all state-owned Fixed Asset Inventory property.
- Provide each State Property Custodian with a state property record listing to include the state property number and the complete description for all state property received to their responsibility. Ensure proper documentation of inventory when State Property Custodians change. Authorize change of appointment of State Property Custodian.
- Insure all necessary adjustments to the inventory are completed and documented as required. Distribute, interpret and provide guidance on inventory policies and procedures. Insure inventories of all state owned Non-Reportable Asset Inventory items are completed, verified, and submitted annually.
- Submit annual report to United State Property and Fiscal Officer (USPFO) a listing of all assets purchased with cooperative agreement funds from the prior state year.

**Vehicle Records duties:**

- Maintain agency's vehicle records on State vehicle tracking web site (VTrak)
- Update records yearly with current mileage, registration and insurance
- Obtain title changes from Dept of Revenue
- Request license plates
- prepare paperwork for vehicle turn-ins/transfers

**How will I be screened? (Required Qualifications):** Prefer two years' experience in general office, clerical and administrative support work. Need experience related to supply management and property accountability. All applicants should have knowledge and abilities in Microsoft Word, Excel and Access, ability to keep accurate and current records and reconcile discrepancies in a timely manner, possess solid organizational skills and attention to detail, Prefer a self-starter and being able to complete tasks deadlines without reminder from supervisor, prefer experience in SMART (Kansas state accounting system.) All applications meeting minimum qualifications will then be screened on Preferred Applicant criteria.

## Public Service Executive II – Lead Intelligence Analyst Kansas Intelligence Fusion Center, Topeka, KS

**Requisition #180211 - Open until April 7, 2015 - Job Summary:** Full time, unclassified with benefits, state position, salaried at \$2,158.40 per two weeks. Normally a 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of April 7, 2015.

**Job Description:** The Lead Intelligence Analyst plans, coordinates and oversees the analysis of intelligence information pertinent to the State of Kansas and its citizens. Work involves developing or revising the operating procedures, objectives and goals within agency or regulatory guidelines; formulating policies, and interpreting and directing the application of policies and guidelines; using management systems and tools to determine, assign, and oversee the quality of work and to direct and coordinate program activities. The position will supervise intelligence analysts and ensure that their analysis products meet the professional standards of the intelligence community. In addition, the successful applicant will be responsible for oversight of the intelligence cycle to ensure that privacy and civil liberties are safeguarded. The employee will be required to regularly oversee the development of and deliver intelligence briefings to state policy makers.

**Minimum and Preferred Qualifications:**

- Must have at least two years of prior experience in intelligence analysis or related analytical or policy development experience in public safety, homeland security or military force protection/anti-terrorism fields. Experience in the handling and analysis of classified information is preferred, especially the production of finished intelligence products concerning counter-terrorism, counter-intelligence, cyber security threats and chemical, biological, radiological and nuclear threats.
- Must hold a bachelor degree from an accredited college or university. A degree in Political Science, International Affairs, or related disciplines is preferred.

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR  
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

- Must have ability to plan, assign, and supervise the work of others.
- Must have ability to communicate effectively orally and in writing. Experience in the editing or guiding the production of intelligence assessments within an interagency or joint environment is preferred.
- Must have computer skills, including the operation of Microsoft Office. Experience using M3, TAC, A-Space, ANB and Palantir is preferred.
- Must have ability to establish and maintain satisfactory working relationships with administrative officials, other employees, community organizations and the public. Experience providing briefings to senior staff and policy makers is preferred.
- Must have ability to identify and analyze problems and to select, implement, and evaluate solutions.
- Completion of advanced professional training by the intelligence community is preferred.

### **Resource Protection Officer Joint Forces Headquarters Complex – Topeka, KS Previous applicants need not apply**

**Requisition #180196 - Open until filled -Job Summary:** Position is a full-time, unclassified, state position, \$14.11 per hour with a shift differential of \$.50 for a total hourly rate of pay of \$14.61 an hour. Work schedules vary by assignment- Work hours are 11:30 pm - 7:30 am. This position is eligible for all benefits offered to State of Kansas employees. This position is open until filled so get your application in as soon as possible.

**Job Description:** The position provides armed security, performs access control, asset protection & surveillance monitoring; and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

**How will I be screened? (Required Qualifications):** High school graduate or equivalent; Minimum Age 21. A valid driver license for state of legal residency is required, as are no prior felony convictions. Requires the use of a firearm for duties and therefore no convictions of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Must be able to complete required forms, reports, logs, and other required documentation in a legible manner, according to instructions, and speak distinctly. A drug screen will be required as a condition of employment after a conditional offer of hire has been extended. The RPO must qualify with firearm semi-annually, and should be familiar with small arms safety and use.

**Preferred Applicants:** Graduate of Army Military Police School, USAF Security Force Academy, Kansas Law Enforcement Training Academy or another state's equivalent training program. Current LEO certification may qualify for LEO positions (if available) Experience may be substituted for training. One (1) year armed security/police experience preferred.

### **Building Systems Technician Construction Facilities Maintenance Office, Fort Riley,**

**JOB REQUISITION # 179725 - Job Summary:** Full time, unclassified with benefits, state position, \$15.03 - \$16.94 per hour commensurate with qualifications and skill level. Standard 40 hour work week scheduled Monday thru Friday between 7:00 AM to 5:00 PM. **Open until filled**, get applications in early as posting will close once position is filled.

**Job Description:** Identifies and recognizes the problems affecting equipment, and makes repairs to systems that provide for cooling, heating, filtering, or circulating of air for facilities and equipment. Works on systems utilizing mechanical compression, vapor compression, or absorption as the methods of cooling. Performs the full range of work involved with troubleshooting and repair, overhaul, maintenance, and servicing of industrial air conditioning units, heat pumps, gas fired boilers, split ventilating systems and air drying systems. Diagnoses and locates malfunctions, disassembles, repairs, replaces, or adjusts thermostats, pressure stats, humostats, relays, switches, electronic controls, and other devices. Disassembles and repairs compressors and related components. Services and repairs evaporators, condensers, and receivers. Bleeds systems and replaces refrigerants. Tests for leaks and excessive load conditions. Reconditions, modifies, and fabricates parts. Installs and relocates equipment. Observes and tests the operation of heating and cooling systems in order to locate malfunctions in the automatic controls, converters, piping, pumps, and related components. Inspects, adjusts and, as necessary, replaces or repairs thermostats, governors, switches, cut off apparatus, burners, fuel feed flame guard controls, ball bearing, drive gears, gaskets, damaged parts, and electronic and other safety devices. Reassembles and reinstalls components. Uses all hand tools, test equipment and instruments, welding equipment and shop machines. Observes all safety rules and regulations. Subject to call in to perform emergency repairs during off-duty hours.

**Minimum and Preferred Qualifications:** Qualified candidate will have 2 years of training and/or experience in HVAC pertaining to installation, repair and maintenance of various types of equipment. Training in HVAC, HVAC mechanical systems at the high school level or at an accredited post school academic or vocational institution may be substituted for the required experience at the rate of one-half hour school unit. 90 clock hours or 2 semesters for one month experience with a maximum substitution of 2 years' experience. Physical ability to lift and move objects weighing up to 50 pounds safely is required and the ability to work with elevated platforms up to 100 feet in height. Must be able to pass Grade 1 Color Vision Test.

**PLEASE NOTE:** In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

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